



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date November 1, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received NOV 15 1974 Application No. 74-393 Date Completed NOV 21 1974	
2. Agency Application No. 158		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Markets Division Warehouse Section 19 Hunter Street, S. W., Atlanta, Ga. 30334		4. Person to Contact Jack Hardin	
8. Earliest & Latest Dates of Series 1972 to Date		9. Exact Series Title LICENSED WAREHOUSE FILES			
7. ACTION REQUESTED TO COMBINE DISPOSITION STANDARDS 312 & 315, Nov. 21, 1972 into one standard <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
10. What is the function of the office in which this record series is created? The Division provides services to improve marketing of agriculture products, find new outlets and uses for products and help promote Georgia products both nationally and internationally. It regulates the warehouse storage facilities for agricultural products and inspects products for quality and quantity.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to authorizing warehouses to store agricultural products other than tobacco. Included are: Original application for warehouse license - AG 32004012 Statement showing Assets and Liabilities - Form 11 State Bonded Warehouse License (no number) Current Statement of Insurance (no number) Warehouseman's Bond - (Cotton-Form 4) - (Grain, Peanuts, other - Form 6) Application for license permit as a Certified Public Weigher - Form 17- No. 32-007-013 Certified Public Weigher's Bond - Form T-9 Certified Public Weigher's License - AG 32-068-027 Correspondence Files are arranged alphabetically by City and thereunder by Warehouse.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers		9	13.6		
Legal-size File Drawers		10	20	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					72
				AVERAGE DAILY REFERENCES	This Year's Last Year's Preceding Year's All Prior Years'
					15 1 1 0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Experience has shown that a history of a warehouse may have to be developed for 5 years because of litigation.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☒ [x] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [x] Hold in the current files area 1 month(s)/ 1 year(s):
- ☒ [x] Transfer to ☒ [x] State Records Center ☐ [] Local Holding Area; hold 4 year(s):
- ☒ [x] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Warehouse Licenses automatically expires June 30 of each year.

This does not apply to License Tobacco Warehouse Files, which see.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES		DATE
<i>Ellis D. Sikes</i>	11/4/74			
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>Ellis D. Sikes</i>		11/4/74
	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved			
	State Auditor/Designee	<i>William M. Dixon</i>		11-21-74
	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved			
	Secretary of State/Designee	<i>Carroll Hart</i>		11-18-74
	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved			
	Attorney General/Designee	<i>H. M. D. Shell</i>		11-21-74
	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved			

STATE RECORDS
COMMITTEE